

Sanitized - Approved For Release :

CIA-RDP70-00211R000200100096-2

Chief, Management Staff

20 April 1956

Chief, Records Management Staff

Weekly Report - Week Ending 18 April 1956

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1. A filing system has been developed and installed for Mr. [REDACTED] office. This filing system consists of the application of the subject numeric principles and will provide a method whereby files may be easily segregated for future retirement.

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3. The records disposition survey in the Office of Personnel is progressing satisfactorily and is about 50% complete.

4. The records disposition survey was started in OCR on the 16th of April. When this project is completed the entire DD/I area will have a records control schedule providing for the orderly retirement and disposition of their records holdings.

5. The records disposition survey in Medical Staff has been completed. A survey report is now being prepared and will be submitted shortly.

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6. The records disposition survey in [REDACTED] is about 90% complete.

7. The records inventory and disposition plan is scheduled to be undertaken in the Executive Registry beginning the 23d of April.

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